Maternity Leave – Work Planning Template

Guidance

This document aims to support you and your manager in deciding how best to cover any outstanding or continuing work activities during your maternity leave and help support your return to work. It should be completed in conjunction with the Manager (link) and Employee (link) Guidance Checklists. Additional guidance is also available within the Maternity Policy (Link) and Maternity Leave Toolkit (link).

Before Maternity Leave

This document should help you prepare for maternity leave knowing that your work is well planned and effectively handed over. You might want to use the following questions to help you create a plan for your work to be managed and allow your line manager to have a focused discussion about cover arrangements:

* What tasks do you need to complete before you begin your leave and what support do you need in order to do so?
* What are the key projects /activities that you are working on that will need to continue through your leave? Your manager should consider how these can continue during your leave.
* What cover do you think is required to ensure that your role and its requirements are met during your leave? Discuss with your manager, so that they can consider - the type of cover required; skills/knowledge required; where the cover would come from (externally/internally); funding implications etc.
* What are the risks/impact (if any) of the above not being addressed? Can they be mitigated in any way?

The following template might be useful in noting the main activities for consideration that come out of your discussion, with the actions required to successfully cover your maternity leave:

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During Maternity Leave

You have the option to work up to 10 Keeping in Touch (KIT) days during your maternity leave as long as you and your line manager have agreed to this and to what work will be undertaken. Please note that for the purposes of Keeping in Touch days a part day counts as a full days’ entitlement.

KIT days could be used for meetings; project work; keeping up to date on changes in your team or area; keeping up to date with what your colleagues are working on. Factors you may wish to consider in discussion with your manager, when determining if/how these days could potentially be used are:

* What do you think you might need to keep up to date with during your maternity leave?
* How can you use your KIT days to fulfil these requirements?
* When do you envisage wanting to use your KIT days, and if relevant, who would you need to have available to support you?

Your manager may be able to help provide advice on suitable uses for KIT days.

You may also find it helpful at this stage to start considering whether you intend to make a request for flexible working. Although requests will be considered promptly, you must send in your request at least three months before you wish the change in working arrangement to take effect.

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Returning from Maternity Leave

Coming back from maternity leave can be an exciting time, but it is recognised that it can also be a challenge in some ways, returning to work after any extended break. It is therefore recommended that you have appropriate discussions with your manager to plan a successful return. The following questions might be useful to consider during these discussions:

* Is there anything that you need your manager/team or colleagues to prepare for your return to work?
* How would you like your first few days to be organised/structured to ensure that you have an effective return into the workplace?
* What support do you need from your manager (e.g. time, briefing etc.) in the early days of your return to enable an effective return to work?

If you have any concerns in relation to your return to work, these should be raised with your manager, to consider how they may be mitigated or addressed.

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| **Action required** | **Who is responsible for this action?** | **By when (dd/mm/yyyy)?** | **Help needed** | **Outcome** | **Completed (dd/mm/yyyy)** |
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